

Checklist of Common Errors in ENERGY STAR Applications

There are several common errors during the application process that may result in a delay of the review of your application. Please check the items below to ensure your application is complete.

- ☐ If your building is primarily an **office** and was not fully occupied during the 12-month period being submitted for review, ensure that the **vacant space** has been accounted for following EPA's guidelines. Vacant space must be entered as a separate office space with zero weekly operating hours, zero workers, and zero computers. For more information, refer to the FAQ called "How do I account for my office building's vacant space in Portfolio Manager?" which can be found [here](#).
- ☐ Ensure that the **ENERGY STAR award recipient** address entered during the electronic submission of the Statement of Energy Performance is correct and complete, and is not a P.O. Box. Be sure to include an organization name and/or suite/floor number, etc. if applicable.
- ☐ **Finish the electronic submission of the application** in Portfolio Manager before sending the hard copy application documents to EPA. To ensure that you have finished the electronic submission, check the status of your application in Portfolio Manager. In order to verify this, from your Portfolio Manager account, click on the appropriate building's name. Then, under "Applying for the ENERGY STAR" on the right side of the page, click on "View Status of ENERGY STAR Application." On the next page that opens, there should NOT be any Web link associated with your current application that says "Continue Applying..." or "Finish Applying..." If there is one, please click on that link to complete the process.
- ☐ Ensure a **tracking number** is printed (i.e. not missing or hand-written) in the bottom right corner of the Statement of Energy Performance. To submit a Statement of Energy Performance including a tracking number, from your Portfolio Manager account, click on the appropriate building's name. Then under "Applying for the ENERGY STAR" on the right side of the page:
 - If you previously completed the electronic portion of the application, click on "View Status of ENERGY STAR Application." On the next page that opens, you can download the correct Statement of Energy Performance corresponding to your current application.
 - If you have not yet completed the electronic portion of the application, click on "Apply for the ENERGY STAR." On the next page that opens, carefully follow the steps given to complete the process.
- ☐ Verify that the **Data Checklist** is completed (i.e. includes a checkmark and/or note for each line item), signed and dated by the Professional Engineer or Registered Architect.
- ☐ Ensure that the **license information of the Professional Engineer or Registered Architect** listed in the Statement of Energy Performance matches the information on the engineer or architect's stamp used to validate the Statement of Energy Performance. The engineer or architect's information listed in the Statement of Energy Performance is derived from the relevant data entered during the electronic submission of the application in Portfolio Manager.
- ☐ Ensure that the Statement of Energy Performance, Data Checklist, and Letter of Agreement have **no manual corrections**. Each time the data must be corrected, a new application must also be generated. If you need to generate a new application due to a mistake on your SEP, please e-mail buildings@energystar.gov to have the current application cancelled. Once you receive a confirmation e-mail that this is done, you can generate a new application in Portfolio Manager that contains the correct information.
- ☐ Verify that the **12-month Period Ending Date** listed in the upper left corner of the Statement of Energy Performance matches the same date in the Letter of Agreement.
- ☐ Verify that the **Letter of Agreement is signed by the signatory** (i.e. Primary Contact) printed in the Letter of Agreement and the Statement of Energy Performance.
- ☐ Send **only originals** of all application documents.
- ☐ Postmark application documents **within 120 days of the 12-month Period Ending Date**, which is found in the upper left corner of the Statement of Energy Performance..

NOTE: Completing the checks on this list does not guarantee an automatic approval of the ENERGY STAR application for your building. The purpose of this list is to help you avoid common errors that may delay the review of your application.